

# Family CONNECTIONS WORKSHOP

School Health Liaison Program

Program Funding Provided by ADHS Teen Pregnancy Prevention



Gila County Public Health Department



# Welcome

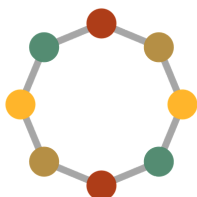


Family Connections is a one-day workshop developed to inspire parents and their teen to connect with each other. An open, honest, and sometimes difficult relationship with each other is vital for not only teen development, but for parents' sanity! This workshop will teach important communication skills as well as teach how to navigate possible pitfalls during the adolescent stage.

The future of your teenager is not a matter of chance! As you know, the choices your teenager makes today will affect their future. Our goal is to help you and your teen understand each other while offering tips to help you help your teen grow to be a healthy productive adult.

I hope you enjoy this workshop as much as we enjoyed creating for you!

Nancy Rutherford, Health Programs Manager



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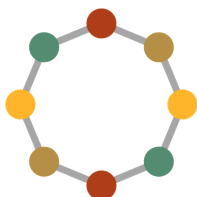
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# Section 1



## Healthy Parent-Teen Communication Resources

The first section of this booklet is full of resources to help promote healthy communication between parents and teens. You'll find tips on parenting styles, help on how to say no, and great conversations starters to get parents and teens to open up to each other.

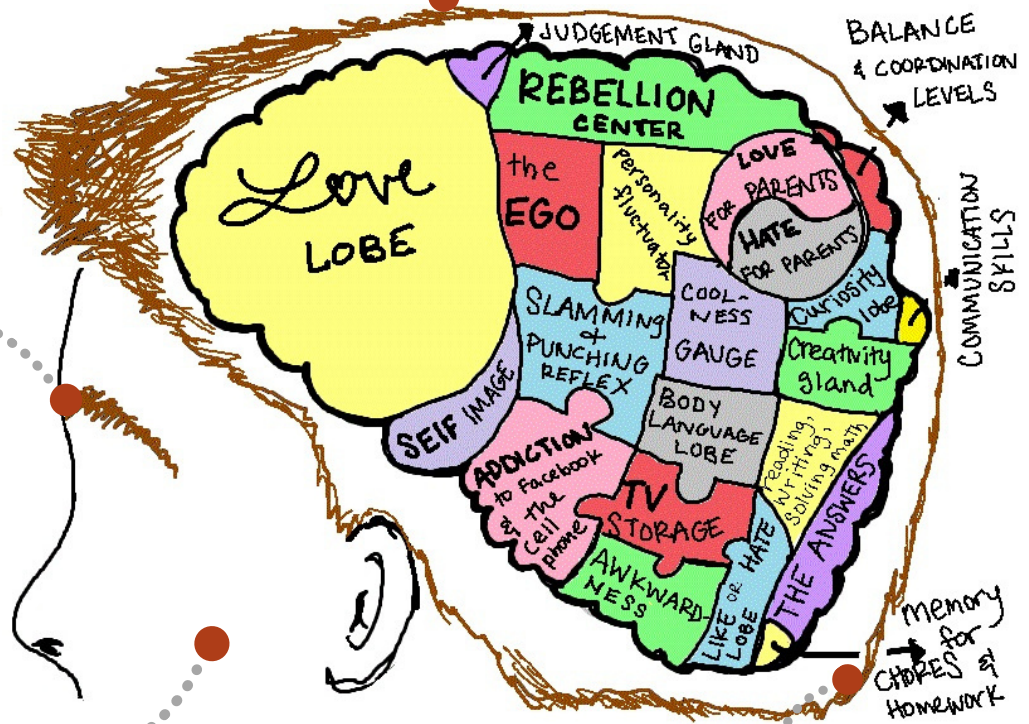


# TEEN BRAIN: UNDER CONSTRUCTION

Your brain isn't fully developed until the age of 25

Many mental disorders appear during adolescence

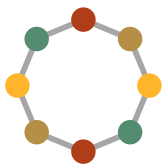
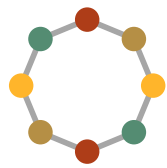
Teens need more sleep than children and adults



When teens say they are bored: they actually are

Teens usually misuse substances because they are bored, curious, or stressed





# FOUR TYPES OF PARENTING STYLES

## Authoritarian Parenting

- You believe kids should be seen and not heard.
- When it comes to rules, you believe it's "my way or the highway."
- You don't take your child's feelings into consideration.

If any of those ring true, you might be an authoritarian parent. Authoritarian parents believe kids should follow the rules without exception.

Authoritarian parents are famous for saying, "Because I said so," when a child questions the reasons behind a rule, and are not interested in negotiating and their focus is on obedience. They also don't allow kids to get involved in problem-solving challenges or obstacles. Instead, they make the rules and enforce the consequences with little regard for a child's opinion.

Authoritarian parents may use punishments instead of discipline. So rather than teach a child how to make better choices, they're invested in making kids feel sorry for their mistakes.

Children of authoritarian parents are at a higher risk of development self-esteem problems because their opinions aren't valued. They may also become hostile or aggressive. Rather than think about how to do things better in the future, they often focus on the anger they feel toward their parents. Since authoritarian parents are often strict, their children may grow to become good liars to avoid punishment.

## Authoritative Parenting

- You put a lot of effort into creating and maintaining a positive relationship with your child.
- You enforce rules and give consequences but take your child's feelings into consideration.
- You explain the reasons behind your rules.

If those statements sound familiar, you may be an authoritative parent. Authoritative parents have rules and they use consequences, but they also take their children's opinions into account. They validate their children's feelings, while also making it clear that the adults are ultimately in charge.

Authoritative parents invest time and energy into preventing behavior problems before they start. They also use positive discipline strategies to reinforce good behavior, like praise and reward systems.

Researchers have found kids who have authoritative parents are most likely to become responsible adults who feel comfortable expressing their opinions. Children raised with authoritative discipline tend to be happy and successful. They're also more likely to be good at making decisions and evaluating safety risks on their own.

## Permissive Parenting

- You set rules but rarely enforce them.
- You don't give out consequences very often.
- You think your child will learn best with little interference from you.

If those statements sound familiar, you might be a permissive parent. Permissive parents are lenient and often only step in when there's a serious problem. They're quite forgiving, and adopt an attitude of "kids will be kids." When they do use consequences, they may not make those consequences stick. They might give privileges back if a child begs or they may allow a child to get out of time-out early if he promises to be good.

Permissive parents usually take on more of a friend role than a parent role. They often encourage their children to talk with them about their problems, but they usually don't put much effort into discouraging poor choices or bad behavior.

Kids who grow up with permissive parents are more likely to struggle academically. They may exhibit more behavioral problems as they don't appreciate authority and rules. They often have low self-esteem and may report a lot of sadness. They're also at a higher risk for health problems, like obesity, because permissive parents struggle to limit junk food intake. They are even more likely to have dental cavities because permissive parents often don't enforce good habits, like ensuring a child brushes his teeth.

## Uninvolved Parenting

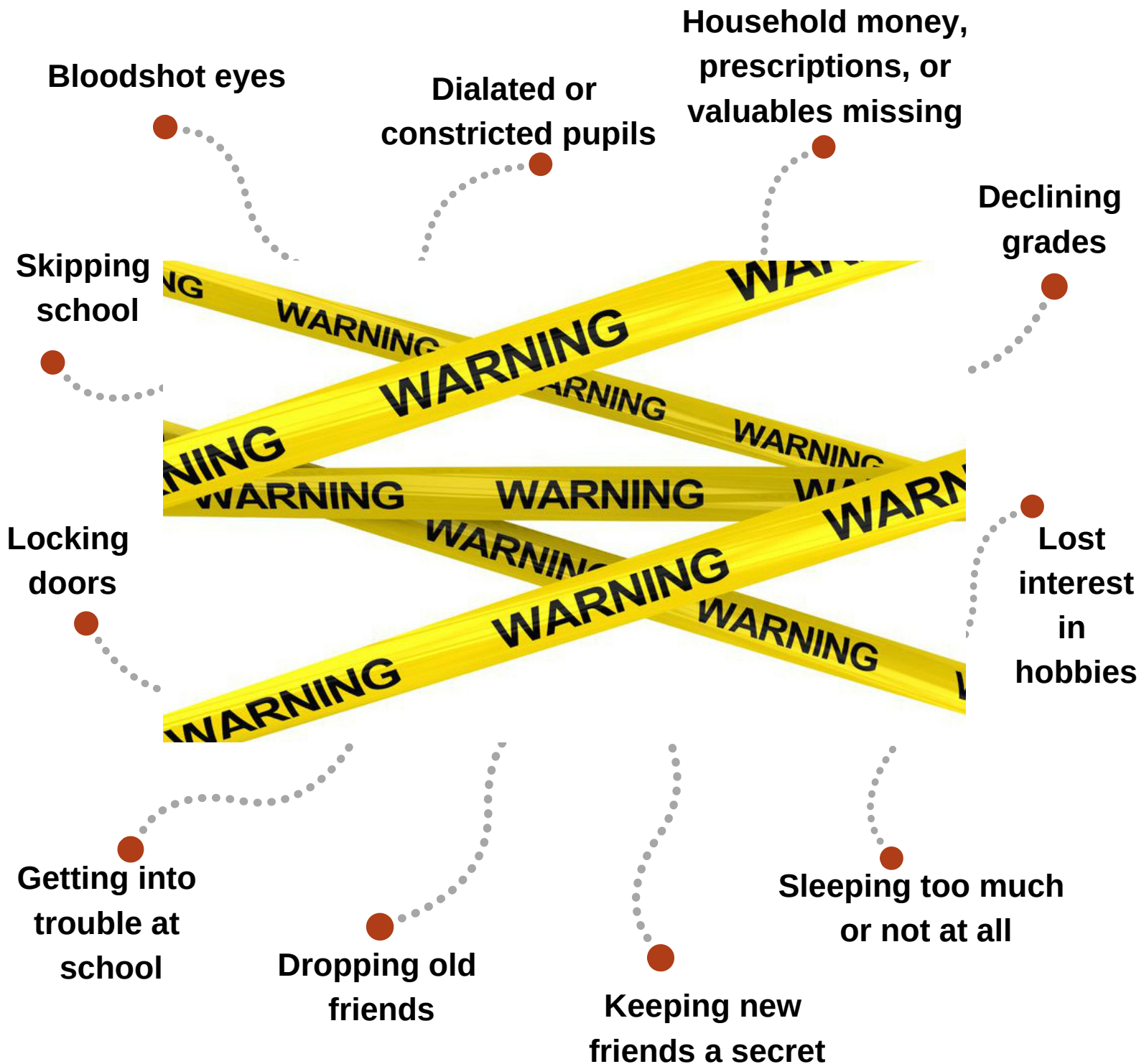
- You don't ask your child about school or homework.
- You don't spend much time with your child.
- You rarely know where your child is or who she is with.

If those statements sound familiar, you might be an uninvolved parent. Uninvolved parents tend to have little knowledge of what their children are doing. There tend to be few rules. Children may not receive much guidance, nurturing, and parental attention.

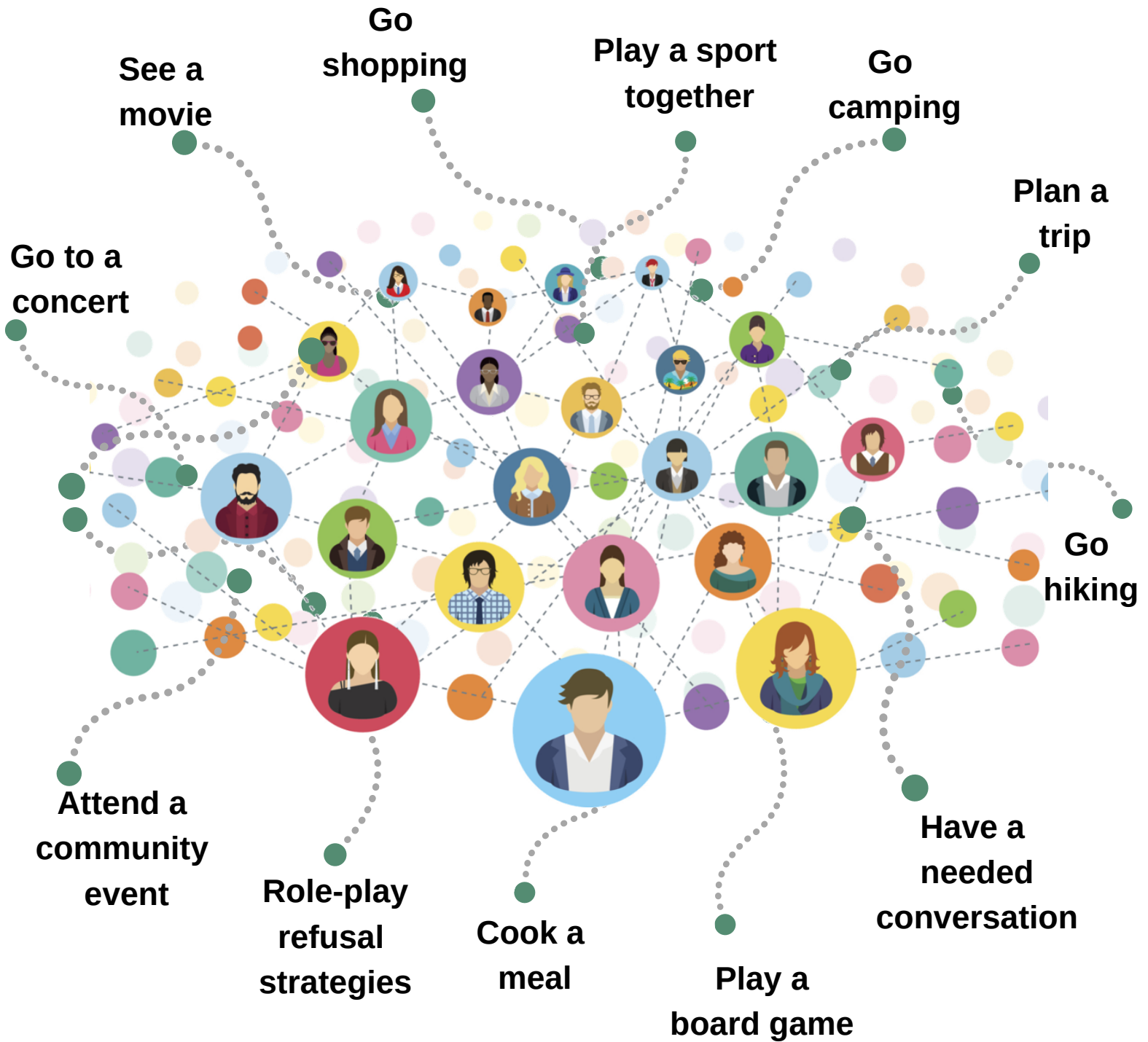
Uninvolved parents expect children to raise themselves. They don't devote much time or energy into meeting children's basic needs. Uninvolved parents may be neglectful but it's not always intentional. A parent with mental health issues or substance abuse problems, for example, may not be able to care for a child's physical or emotional needs on a consistent basis. At other times, uninvolved parents lack knowledge about child development. And sometimes, they're simply overwhelmed with other problems, like work, paying bills, and managing a household.

Children with uninvolved parents are likely to struggle with self-esteem issues. They tend to perform poorly in school. They also exhibit frequent behavior problems and rank low in happiness.

# SUBSTANCE ABUSE: WARNING SIGNS



# BUILD A CONNECTION AS A FAMILY





# LET'S TALK & CONNECT

STARTING A SIMPLE CONVERSATION OPENS THE DOOR TO AN OPEN AND HONEST RELATIONSHIP. TAKE THE TIME TO SIT DOWN AND WORK ON THESE QUESTIONS TOGETHER.

1. How should teens show affection to someone they love?

What I think:

What my parent(s) think:

2. Is it OK for teens to send sexy messages and pictures to someone?

What I think:

What my parent(s) think:

3. Should adolescents have sex with someone if they plan to marry them?

What I think:

What my parent(s) think:

4. What are the best kinds of protection for teens?

What I think:

What my parent(s) think:

5. What should parents do to help their teen avoid pregnancy?

What I think:

What my parent(s) think:



6. Is it OK for teens to hide their relationship/relationship details from their parents?

What I think:

What my parent(s) think:

7. Should teens be able to talk to their parent(s) about birth control, STDs, and pregnancy ?

What I think:

What my parent(s) think:

8. Should parents have access to checking their teens phone and/or room?

What I think:

What my parent(s) think:

9. What can teens do to help their parent(s) understand their sexual choices?

What I think:

What my parent(s) think:

10. What can parents do to help their teens feel more comfortable with "awkward" conversations?

What I think:

What my parent(s) think:





# TEACH/TALKN TIPS

## TEACH Tips

### **T**ake a minute to relax with your teen

- We are less defensive when we are relaxed.
- We are more likely to talk when we are not preoccupied with something else.
- Teens feel valued when we give them our time and attention.

### **E**mpathize how complicated relationships can be

- Teens often feel adults minimize their feelings and relationships.
- Teens are more likely to open up if they think you at least sort-of get it!
- Empathizing doesn't mean you have to have all the answers – you can explore the solutions together if a solution is even needed.

### **A**cknowledge their feelings and needs

- If they haven't shared them yet, you can make a wise guess and say how they might feel – you've accomplished something even if they correct you. Then you can acknowledge that.

### **C**onnect by actively listening before sharing your own thoughts

- Teens complaints are that parents/caregivers don't listen and they judge.
- Make sure they feel heard and understood before you share your own thoughts and feelings.
- Lectures prevent connection!
- You can implement clear, logical consequences when necessary without losing long-term connection with your teen.
- When sharing thoughts, don't criticize; instead, stick to your intentions, needs, and concerns.

### **H**elp them problem solve when they're ready

- Not all conversations must lead to a solution.
- Some solutions are developed over time and further discussion.
- Trust that your teen WILL think about what you discussed, especially if they felt heard and supported.
- Be available if they need help problem solving later.
- Empower them to come up with solutions which will help them in the long run when you're not there to offer the "golden fix".
- Offer your suggestions, and if possible, the logic behind those suggestions.
- Assist your teen in thinking through the issue or problem, and the consequences of possible solutions. You can have some fun with this too – ridiculous solutions at the right time can lighten the mood and bring you closer.

## TALKN Tips

### **T**alk every day

- Talk with your parent/caregiver to build your relationship and make it easier for "big" talks.

### **A**sk them to hear you out, and try not to judge you

- Sometimes we all need those reminders, plus it can clue them in that this is important.

### **L**istening goes both ways

- Both teens and parents/caregivers need to actively listen to the other person.

### **K**eep the "I statement" in mind

- "I need to talk to you – but I'm afraid I'll disappoint you". Be open and honest.

### **N**eed a break? Take one!

- Just agree to talk again later. A few deep breaths, repeating back what the other said, taking time to think, or just a breath of fresh air can sometimes put you – or them - back in a positive frame of mind.



# REFUSAL SKILLS

## REFUSAL SKILLS

### 1. Say "No!"

- Use the word **no**.
- Don't laugh, look away, make excuses, or explain.

### 2. Use body language that says 'No!'

- Firm voice.
- Serious expression.
- Eye contact.
- 'Soldier body.'
- Gestures that emphasize the point.
- Body says the same thing as your words.
- Fight back as a last resort.

### 3. Repeat the refusal

- Use repetition technique, repeating original no-statement until other person stops pressuring.
- Restate no, increasing intensity by including: statements about how the situation makes you feel.
- Adding consequences if the situation doesn't change.

### 4. Suggest an alternative

- Suggest another activity that is realistic and appealing.
- Suggest another activity that gets you out of the situation.
- Move toward acting on the alternative.

### 5. Build the relationship (if appropriate)

- Strong, honest communication.
- Use I-statements.
- Accept and acknowledge other's needs and wants.
- Talk and act in a way that says you want to keep the relationship going.

## EXAMPLES

### 1. Say "No!"

- "No, I don't want to do that."
- Look straight at the other person with a serious look on your face.

### 2. Use body language that says 'No!'

- Use a strong business-like tone.
- "I mean it" look on face
- Look directly at the person's face.
- Stand up straight and confident.
- Use hand and arm movement to emphasize the point.
- Look serious when you say no.
- Push person away.

### 3. Repeat the refusal

- "No, I don't want to do that."
- "No, I don't want to do that."
- "No, I don't want to do that."
- "No, and when you pressure me I feel angry."
- "No, and if you keep pressuring me I'm going to leave."

### 4. Suggest an alternative

- "Let's go to a movie, for a walk, to a friend's etc."
- "Let's go to a movie, for a walk, to a friend's etc."
- Look up what movies are playing, go on a walk, call friends to see if they are home.

### 5. Build the relationship (if appropriate)

- "I want you to stop that."
- "I feel mad when you push me to things I'm not ready for."
- "I want to be with you too."
- "I don't want to have sex with you, but I do want to keep seeing you and being close."

# DELAY TACTICS



## DELAY TACTICS

### 1. Make a delay statement

- Stall for time.
- Make an excuse.
- Question what is going on.
- Change the subject.
- Excuse yourself from the situation.
- Pretend the request isn't serious.

### 2. Take a delay action

- Change what you're doing.
- Act distracted.
- Drop something.
- Become physically unable to respond.
- Leave the situation.

### 3. Create space

- Use body language.
- Move away.

### 4. End the situation quickly

- Leave the scene.
- Fight back as a last resort.

### 5. Build the relationship (if appropriate)

- Strong, honest communication.
- Use I-statements.
- Accept and acknowledge other's needs and wants.
- Talk and act in a way that says you want to keep the relationship going.

## EXAMPLES

### 1. Make a delay statement

- "I'll have to think about this."
- "I'm really not feeling well."
- "What are you doing?"
- "Did you see 'The Simpsons' last night?"
- "Sorry, I have to go."
- "You're kidding, right?"

### 2. Take a delay action

- Stop kissing. Get up and get something to eat.
- Look around. Pretend you've lost something.
- Drop your keys.
- Start coughing and ask for water. Get a sudden pain.
- Go to the restroom. Go get some fresh air.

### 3. Create space

- Serious expression. Look directly at the person. Arms in front of body. Gestures that emphasize your point.
- Take a step back. Turn away.

### 4. End the situation quickly

- "Got to go, I'm late!"
- "I just remembered something."
- Push the person away

### 5. Build the relationship (if appropriate)

- "I want you to stop that."
- "I feel mad when you push me to do things I'm not ready for."
- "I want to be with you too."
- "I don't want to have sex with you, but I do want to keep seeing you and being close."



# REFUSALS

READ THE SITUATIONS BELOW AND WRITE A REFUSAL RESPONSE YOU WOULD USE TO HANDLE THE SITUATION. DECIDE WHETHER TO USE A REFUSAL OR DELAY STATEMENT AND INCLUDE AN ALTERNATIVE ACTION.

1. Your girlfriend/boyfriend has been drinking and tries to talk you into going for a ride. You don't think you should go but you don't want to get into an argument. You say and do:

Refusal statement:

Alternative action:

2. You are home alone with your girlfriend/boyfriend. Your parents will be gone for several hours. You don't want to have sex, but they begin to kiss you and tries to take off your clothes. You say and do:

Refusal statement:

Alternative action:



**Can you tell if someone is abusive?** It is not always easy to tell if a person is abusive or not. They are most often very charming, well liked, and wouldn't appear to be dangerous.



**What should I look for in a partner?** Treats you with respect, doesn't make fun of things you like or want to do, never puts you down, doesn't get mad when you spend time with your family or friends, listens to your ideas, compromises sometimes, isn't excessively negative, shares some of your interests, isn't afraid to share thoughts and feelings, comfortable around friends and family, proud of your success, doesn't need to know where you are all the time, caring and honest, doesn't pressure you to do things you don't want to do, doesn't accuse you of cheating or being unfaithful, encourages you to do well in school or work, doesn't threaten you or make you feel scared, and wants to have a healthy relationship, honest, trustworthy, dependable, supportive, listener, loving, kind.



**How do you communicate in a healthy relationship?** Part of being in a healthy relationship is having good communication. Find the right time, talk face to face, do not attack, be honest, check your body language, take time apart to cool off, use 'I' statements.



**Does abuse in relationships happen due to anger?** No, abusive in relationship happens because one person desires to have power and control over another person and they do this through tactics and behaviors of fear, force, and manipulation.



**My partner used to be really sweet to me, but now things are changing. Should I be concerned?** Yes. Abuse may take time to show up in the relationship. Be sure to look for the relationship red flags.



**My partner cares about my every move, doesn't that mean they love me?** No, constantly checking on you, extreme jealousy or insecurity, checking phones or mileage on your car can be sign of an abusive relationship. This is much greater than caring for someone. Healthy relationships communicate to meet each other's needs and are built on trust and a certain amount of freedom.



**My partner says I need to spend more time with them and less time with my friends.** When you say no, they angry, moody, and make you feel guilty. Should you be concerned? Yes, isolation is a key factor in abusive relationship and is a pattern seen over a period of time. Isolated incidents of wanting more time together can be discussed in a healthy relationships through communication. If they can not be resolved, the abusive partner may argue, threaten, cause fear or manipulate to get the other person to comply.



**I don't feel like I have an equal say or can't express how I feel in my relationship. Should I be concerned?** Yes, remember there are two people in a relationship. Both you and your partner should have an equal say and should not be afraid to express how you feel.



**Should I ask before I kiss or touch another person?** Asking if you can kiss or touch someone else shows respect to one another and ensures both partners are comfortable with what is happening or moving to a next step.



**I was kissing someone and they said 'hang on, what exactly are we doing?' I wasn't sure what to do.** Stopping and asking can show respect to each other. Often it is awkward and could ruin a moment, but it allows for communication and consent to happen. Making sure both parties are in agreement as to the status of a relationship is important to respecting and communicating with each other.

# UNHEALTHY RELATIONSHIPS

## Healthy Relationships

- Treat you with respect, doesn't put you down
- Doesn't make fun of things you like or want to do
- Doesn't get angry if you spend time with friends or family
- Listens to your ideas and is proud of your success
- Isn't afraid to share thoughts and feelings
- Isn't excessively negative or critical of others
- Doesn't pressure you to do things you don't want to do
- Shares some of your interests and wants to have a healthy relationship
- Doesn't require you to check in and isn't obsessed that you are cheating/unfaithful
- Encourages you to do well in school, work, or other activities
- Doesn't make you feel scared or threatened and is kind and compassionate towards you

## Relationship Red Flags

- Checking your cell phone or email without permission
- Constantly putting you down, making false accusations
- Isolating you from family and friends
- Blames you and tries to make it seem like everything is your fault
- Physically hurts you in any way, pressures or forces you to have sex
- Extreme jealousy, insecurity, or possessiveness, and mood swings
- Explosive temper, angry at you when you say 'no' to touching
- Makes you act or do something that you've told them you don't want to do.
- Telling you what to do, demanding, threatening you if you don't
- Tries to control what you can and cannot wear, do to your hair, or makeup
- Tests you by tricking, manipulation, to prove how loyal you are

Roughly 1.5 million high school boys and girls in the U.S. admit to being intentionally hit or physically harmed in the last year by someone they are romantically involved with. If you or someone you know is a victim of dating violence, say something to a trusted adult or contact one of the resources below.

**7 out of 10 sexual  
assaults happen  
with someone  
you know**

## Resources

Emergencies call 911

Dating help and support- [loveisrespect.org](https://loveisrespect.org)

Domestic violence hotline-1-800-799-7233

Sexual assault hotline-1-800-656-4673

Suicide hotline-1-800-273-8255

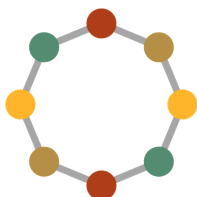
Human trafficking hotline-1-888-737-7888

# Section 2



## After High School Prep

The second section of this booklet is full of resources to help teens prepare for life after high school, college application tips, budgeting, and more!



# How to CHOOSE YOUR COLLEGE



Answer some basic questions about the type of school you want to go to.  
**2yr or 4yr? Instate or out of state?**



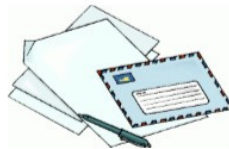
Decide how much **money** it **would cost** and what **you can spend**



Research on how good the **department of your interest or major** is



**Visit the campus** to see how you like the school and location



Apply and see where you **get accepted**



See how the **extracurricular** and **sports** departments are



How **friendly** are the **people**?  
Do you feel welcome?



Look into the **housing**.  
Is this someplace you would **want to live**?



Trust your **gut** Instinct. Which school **feels right**?





# COMPLETING COLLEGE

## APPLICATIONS



**Know your deadlines.** Start your applications early enough to complete them by the deadlines.



**Read the instructions.** Most of the mistakes on college applications are the result of not following the instructions. Don't let this happen.



**Provide all the requested information.** Leaving blank fields or providing incomplete responses makes it look like you weren't paying attention. Take care to be thorough.



**Be honest.** Admissions staff will verify the info you provide, so keep it on the up and up. Don't exaggerate your accomplishments. Honesty is always the best policy.



**Choose your recommendations wisely.** Use teachers, counselors, and others who know you well, both inside and outside the classroom. Give them enough time to write thoughtful and considerate recommendations and be sure to thank them.



**Make sure your essay represents who you are.** The essay is the only opportunity you have to explain why you are different from other applicants. Be original and make it personal.



**Proofread, proofread, proofread.** And after you're done proofreading, give it to someone else to proofread! Typos on your college application are just sloppy.



**Request copies of your high school transcripts.** Notify your counselor's office of your application deadlines so your transcripts don't arrive late.



**Keep copies of everything.** Keep copies of your applications, your recommendations letters, your essays, and all other materials that are part of the application process. You never know if something will be lost in transit.

# Scholarship essay

## DOs and DON'Ts

### DO

Follow the instructions

Research your audience

Focus on strengths

Turn your weaknesses into success stories

Use detailed, actual examples from your real life

Tell a story

PROOFREAD, PROOFREAD, PROOFREAD

### DON'T

Open your essay with a quote

Use sentences like : "In this essay I will"

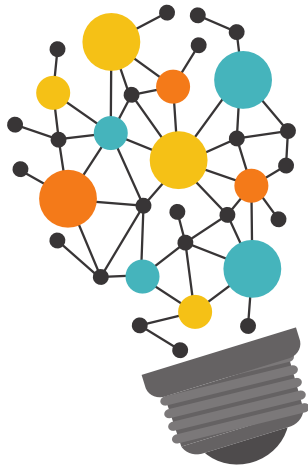
Use words that are new to you

Talk about too many achievements

Repeat what is on your resume

Say that you need money

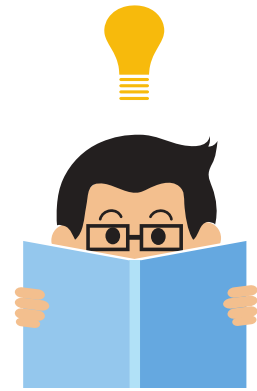
Have the EXACT same essay for every application-- tailor your essays



# De-Stress For That Test

## Before the Test

- P** Play your favorite music
- R** Read over your notes
- E** Eat a healthy breakfast
- P** Plan to arrive early



## During the Test

- R** Read the question carefully
- E** Examine every answer choice
- L** Label your answer and look for clues
- A** Always check your work
- X** X-out answers that you know are wrong





# HIGH SCHOOL RESUME TIPS

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**Emphasize your education:** Put your education information at the top of your resume. If you have a strong GPA, include this. Also list any academic awards, honors, or other achievements.



**Include volunteer and extracurricular experience:** Emphasize any other forms of work, including volunteer experience. Also include any extracurricular activities you participate in, including clubs, sports, and other organizations.



**Emphasize leadership experience:** Employers are always looking for job applicants with leadership experience. If you were a captain for your sports team or the vice president of your student council, be sure to list these positions.



**List your skills:** Consider including a “Skills” section on your resume to include any skills you have that are related to the job. For example, you might list your computer skills, language skills, or soft skills.



**Connect your resume to the job:** Review the job posting before creating your resume. Circle any key qualifications or requirements of the job. Be sure to include in your resume any experiences and skills that show you are an ideal fit for the specific job.



**Edit, edit, edit:** Thoroughly proofread your resume before submitting it to an employer. Make sure your format is consistent and easy to follow, and that you have no spelling or grammatical errors. Ask a friend or family member, or school guidance counselor to read through your resume.

# ELEANOR FITZGERALD

## SAMPLE RESUME

### CAREER HISTORY

#### Child Care

2016-present

-Provide child care for several families after school, weekends, and during school vacations.

#### Pet Sitting

2018- present

- Provide pet sitting services including dog walking, feeding, and yard care.

### ACADEMIC HISTORY

#### Arlington High School

Arlington, NY

2019-Present

- President, The Art and Design Circle
- Senior Artist, The Official School Paper
- Member, The Tech Club
- Member, The University Dance Troupe

### MAIN INTERESTS

- Visual Arts
- Basic Architecture
- Design Trends in Social Media
- Poetry and Non-fiction
- Interior Design
- Independent Cinema
- Filmmaking

### REEFERENCES

#### Julia R. Bostic

Arlington Faculty Head

123-123-4567

#### Ivan L. Ash

Babysitting client

123-123-4567

### PERSONAL PROFILE

Il am a high school senior who excels in verbal communication and public speaking. I hope to gain more knowledge of my craft as an intern in your company..

### ACCOMPLISHMENTS

National Honor Society  
Academic Honor Roll  
Youth Leader's Award  
Best in Public Speaking

### CONTACT DETAILS

Home: 123-456-7890  
Cell: 123-456-7890  
hello@reallygreatsite.com  
123 Anywhere Street, Any  
City, State, Country 12345





# Top 10 Job Interview Questions and Best Answers

## 1. "Tell Me About Yourself..."

This classic opening question should probably be put out to pasture but it's still one of THE most common interview questions you'll face and it still seems to trip up a ton of job seekers every year. (Plus, I doubt it's going anywhere soon, so you need to prepare for it.)

### DO:

- Keep your answer succinct and to the point.

- Be work specific and tell the hiring manager about where you are now professionally, what you have learned from your past work experiences and then talk about what makes you excited about this specific opportunity.

- Do your company research and find out exactly what strengths and qualities this specific company is looking for and, in your answer, try and show the hiring manager you possess them (You can discover these strengths or qualities in the job description).

### DON'T:

- Don't dive into your life story.

- The hiring manager doesn't want to hear about you "growing up on 28th avenue down the road from the Trader Joe's and how it was a coincidence because you had a brother named Joe! (etc...)".

- Don't go on about experience you may have that isn't related to the job you're interviewing for or on their website.)

## 2. "Why Should We Hire You?"

This is another incredibly common question and it gives you a great opportunity to stand out from the crowd and really show the hiring manager how you can help the company. The key thing to remember here is: be specific. Leverage your company research and the job description to find exactly why the company is hiring someone for this position. What problem/pain points does the new hire have to solve? You need to show that you are the perfect candidate that can solve those problems/pain points.

### DO:

- Show the hiring manager that you are uniquely suited to filling this position. Be the candidate that solves their 'problems'.

- Show you know some significant details about the company and their general practices because you have researched the firm and are prepared.

- Tell a "success story" that highlights how you have the 'qualities' needed to fill their specific needs.

### DON'T:

- Don't get discouraged if the hiring manager mentions that "they have lots of very well qualified candidates..." before they lead into this question. (It's a common "lead in")

- Don't be too modest. This is your chance to shine. Make it count.

- On the flip side don't go too overboard and sound too arrogant.

- Don't be "wishy-washy" or too general with your answer.

- Don't answer with "why" you want the job. Answer with "why you are the perfect fit" for the job.

### 3. "What Is Your Greatest Strength?"

This is a fairly straight forward question to handle. Talk about a “strength” that you know the company puts a lot of value in.

#### DO:

-Grab hold of the opportunity this question gives you. This question really lets you guide the interview where you want it to go. This is your chance to relate your most impressive success story, so take advantage!

-Highlight a strength that is crucial to the position. (As I mentioned earlier)

-Find out from your company research and from the job description what strengths the company puts a lot of stock into.

#### DON'T:

-Don't make claims that you can't illustrate with a brief example or fact.

-Don't be overly modest but don't claim to be Superman or Superwoman either.

-Don't name a strength that is irrelevant to the job at hand.

### 4. "What Is Your Greatest Weakness?"

This classic question freaks people out but it shouldn't. As long as you pick a weakness that isn't a key competency for the job and you show that you have taken steps to “work on it”, you will be fine. Don't try and sidestep this question.

#### DO:

-Show that you are aware of your weakness and what you have done to overcome it.

-Show that you are “self-aware” and that you have the ability to take steps to improve yourself.

#### DON'T:

-Don't you DARE answer with the cliché “I'm a perfectionist” answer or any other such answer that the hiring manager can see right through.

-Don't highlight a weakness that is a core competency of the job. (Know the job description “inside and out”.)

-Don't dodge this question.

### 5. "Why Do You Want to Work for Us?"

The hiring manager is trying to get at your underlying motivations for wanting this job. Are you here just for a paycheck or do you see yourself becoming an integral part of the company and growing along with it? You need to show them that you want to become “part of the family”. At the same time however, show how your “wants” coincide with their “needs”.

#### DO:

-Talk about specific things you like about the company. Do your homework before and find out the needs of the company and talk about how you're passionate about “fulfilling those needs”.

-Be complimentary. Most people enjoy being flattered. (Just don't go overboard)

-Show how your strengths perfectly align with the job position and company culture.

#### DON'T:

-Don't come off as a “hired gun” who may be gone in a few months.

-Don't say “because I need the money.” (You'd be surprised how many job seekers think this is “cute” and actually answer this way. Don't.)

## 6. "Why Did You Leave Your Last Job?"

This question can really make a lot of job seekers nervous. If you were literally fired from your last job, you're going to have to own up to it and show what you learned from the experience and what measures you have taken to address the reasons you were let go. If you left voluntarily be sure to explain why. For example: You wanted a different challenge. Hint: A challenge offered by the company and position you're interviewing for.

### DO:

- If it was because you left voluntarily then reference a specific characteristic that the company you are interviewing for has that you are attracted to. One that your previous employer didn't have.

- If you were let go, be honest and explain the situation and own it. Explain what you learned from the experience, because the interviewer knows you're human, you make mistakes, and just wants to see that you were able to do something about it.

- Words like "downsizing" and "budget cuts" and "bad economy" are good defenses if they are true and are the reasons for departure from the job.

### DON'T:

- Don't bash your last company or boss or anything along those lines.

- Don't say, "It's time for a career switch and I'd like to try my hand at the job you are offering" or "I'm tired of doing the same old thing." Give a pointed, Positive reason for why you want to head off in a new direction.

- Don't lie if you were fired.

## 7. "What Is Your Greatest Accomplishment?"

This is somewhat similar to the "what is your greatest strength?" question and can be handled along the same lines. You want to pick an accomplishment that shows you have the qualities that the company puts value in and that are desirable for the position you're interviewing for.

The fact is you may have several accomplishments you could pick from. Pick one that will have the most impact.

### DO:

- Talk about an accomplishment that exhibits how you will be a perfect fit for the company and for the position you're interviewing for.

- Try and show some genuine passion when you're talking about your accomplishment.

### DON'T:

- Don't fall into the trap of thinking your accomplishment is "too small". The fact is, relating a small accomplishment that is in line with "what the company values" can be more powerful than an unrelated accomplishment. (Remember: "It's not about you, It's about them.")

## 8. "Describe A Difficult Work Situation and What You Did to Overcome It..."

This is one of those pesky behavioral interview questions and is one of the most common. You need to have a "success story" ready to go for this. Relate a story where you dealt with a problem successfully. The key here is to pick a success story that shows you exhibiting the qualities/skills required at the job and company you are interviewing for.

### DO:

- Pick an example that shows you tackling a problem that could arise at the new company you're interviewing for. This shows your value.

- Be specific and fairly concise

### DON'T:

- Don't bash anyone in your success story. (Coworker, boss or customer!)

- Don't ramble.

## 9. "Where Do You See Yourself In 5 Years?"

This question catches a lot of job seekers off guard because on the surface it seems simple enough but when you dig a little deeper, you'll see that there are a couple of traps you could fall into.

You DO want to show that you are an ambitious person BUT you need to show that you don't have your "head in the clouds" and are focused on the job at hand.

### DO:

- Demonstrate your level of commitment to the position they are interviewing you for.
- After you have demonstrated your commitment to the role you are interviewing for, outline a realistic growth strategy that is directly tied to the role you're in and the needs and values of the company.
- Stress your interest in a long-term career at the company.

### DON'T:

- Don't exhibit ambition to the point of seeming like this particular job is just a "brief stepping stone" for you. You need to show commitment.
- Don't say you want to be CEO of the company in 5 years.
- Don't say "Actually I want to be in YOUR seat within the next 5 years." to the hiring manager.

## 10. "Do You Have Any Questions for Me?"

Around 75% of job seekers will say "Nope, I think that's everything" to this question. Terrible response. This question gives you a fantastic opportunity to stand out from the crowd and show your knowledge and passion for the company or organization you are interviewing for. Always have a few questions prepared and have one based around something you found during your company research phase.

### DO:

- Focus your questions on the company and what you can do for them.
- Ask about something you've discovered in your company research. This will show your passion and knowledge of the company.
- Ask if there is any reason the hiring manager wouldn't hire you. (This can be a little daunting to ask BUT can really pay off. It allows you to address something they may be thinking in their head but haven't brought up.)

### DON'T:

- Don't fall into the trap of thinking your accomplishment is "too small". The fact is, relating a small accomplishment that is in line with "what the company values" can be more powerful than an unrelated accomplishment. (Remember: "It's not about you, It's about them.")

# Other Interview Tips

- Start by researching the company and your interviewers.
- Practice your answers to common interview questions.
- Re-read the job description.
- Recruit a friend to practice answering questions.
- Prepare a list of references.
- Be prepared with examples of your work.
- Plan your interview attire the night before.
- Prepare smart questions for your interviewers.
- Bring copies of your resume, a notebook and pen.
- Arrive 15 minutes early to your interview.
- Make sure you have a great handshake.
- Treat everyone you encounter with respect.
- Practice good manners and body language.
- Win them over with your authenticity and positivity.
- Respond truthfully to the questions asked.
- Tie your answers back to your skills and accomplishments.
- Keep your answers concise and focused.
- Do not speak negatively about your previous employers. Ask about next steps.
- Send a personalized thank you letter after the interview.

# HOW TO COMPLETE THE BUDGET WORKSHEET

**STEP 1:** Review your prior month's spending and enter the amounts you spend for each category listed under the BUDGETED column. Total up all of your expenses and enter that at the bottom of the sheet.

**STEP 2:** Enter your total monthly income next to TOTAL INCOME.

**STEP 3:** Subtract your expenses from your income. The desired result is zero.


If you find that you have a NEGATIVE figure, it means you are spending more than you make. Adjust numbers on your budget and refigure your expenses. Repeat this process until the result is zero.

If you find that you have a POSTIVE figure, it means you are not accounting for all of your income. Make adjustments such as increasing savings and recalculate. Repeat until the end result is zero.

**STEP 4:** At the end of each month, go through your budget and record the actual amounts spent to determine if you spent more or less than the amounts budgeted.

**STEP 5:** Do the budget again for the next month, looking at your spending in Step 4 to determine the amounts you spend.

---

**TIP:** When you see this symbol  next to an item, we are letting you know that this is one of the budget items which is great to use cash envelopes.





# BUDGET WORKSHEET

Budgeted Item	Amount Budgeted	Actual Spent
<b>DONATIONS</b>		
<b>SAVINGS</b>		
Emergency Fund		
Retirement Fund		
College Fund		
<b>HOUSING</b>		
First Mortgage or Rent		
Second Mortgage		
Real Estate Taxes		
Maintenance/Repairs		
Insurance		
<b>UTILITIES</b>		
Electricity		
Water		
Gas/Oil		
Sewer		
Trash		
Cable (or other)		
Internet		
Phone/Cell Phones		
<b>FOOD</b>		
<input type="checkbox"/> Groceries		
<input type="checkbox"/> Dining Out		
<b>TRANSPORTATION</b>		
Vehicle Payment #1		
Vehicle Payment #2		
Fuel		
Maintenance/Repairs		
Insurance		
<b>CLOTHING</b>		
<input type="checkbox"/> Adult		
<input type="checkbox"/> Children		
<input type="checkbox"/> Cleaning/Laundry		

Budgeted Item	Amount Budgeted	Actual Spent
<b>HEALTH</b>		
Health Insurance		
Dental Insurance		
Doctor Visits		
Dentist		
Optometrist		
Medicine		
<b>PERSONAL</b>		
Life Insurance		
<input type="checkbox"/> Child Care/Sitter		
<input type="checkbox"/> Toiletries		
<input type="checkbox"/> Household Items		
<input type="checkbox"/> Hair Care		
Education/Tuition		
<input type="checkbox"/> School Supplies		
Subscriptions		
<input type="checkbox"/> Organization Dues		
<input type="checkbox"/> Miscellaneous		
<input type="checkbox"/> Free Spending		
<b>RECREATION</b>		
<input type="checkbox"/> Entertainment		
Vacation		
<b>ADDITIONAL DEBTS</b>		
Credit Card #1		
Credit Card #2		
Credit Card #3		
Credit Card #4		
Personal Loan		

**TOTAL INCOME**

\$

**TOTAL BUDGET**

\$

**NET BALANCE**

(should zero)

\$

# Bill Pay Checklist

Bill		Date Due	Amount	Auto-Pay	January	February	March	April	May	June	July	August	September	October	November	December	Notes
1.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# 3-2-1 Connect!

3 things I love about my teen:

---

2 things we will do (parent/caregiver write 1 here):

---

1 thing we will do together to help us achieve these:

---

2 things we will do (teen write 1 here):

---

3 things I love about my parent/caregiver:

## Animal Care and Control

Pet adoptions  
Rabies education  
County pet licensing

## Public Health Emergency Preparedness

## Vital Records

Birth and death  
certificates

## Work-site Wellness

Nutrition Education

# GILA COUNTY DEPARTMENT OF HEALTH & EMERGENCY SERVICES

## WIC

## HIV Case Management

## Nursing

Family Planning  
HIV/STD/Pregnancy/Syphilis Testing  
Birth control options  
Well women checks  
Immunizations  
Blood pressure checks  
TB skin tests

## School Health Liaison Program

In school public health classes  
Teen Pregnancy Prevention  
Tobacco Free Environments  
Maternal/Child Health